



HUMAN RESOURCE  
MANAGEMENT DIRECTORATE

DEPARTMENT OF THE ARMY  
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY  
US ARMY RESOURCES AND PROGRAMS AGENCY  
105 ARMY PENTAGON  
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JDRP-HR

14 May 2003

MEMORANDUM FOR New Supervisors Serviced by HQDA Civilian Personnel  
Advisory Center

SUBJECT: Human Resources (HR) for New Supervisors: Fundamentals and  
Tools

1. The HQDA Civilian Personnel Advisory Center (CPAC) is pleased to announce the sponsorship of the Civilian Personnel Operations Center Management Agency's (CPOCMA) course entitled HR for New Supervisors: Fundamentals and Tools. Our sponsored session is scheduled for July 14-18, 2003, at the CPOCMA training facility at Aberdeen Proving Ground, Maryland, and is open only to new supervisors serviced by the HQDA CPAC. Additional non-sponsored course dates are also available (see enclosed training announcement).
2. This 4.5-day course is intended for new military and civilian supervisors of civilian employees who have been appointed, assigned, or promoted to a supervisory position within the last 18 months (CPOCMA exception for HQDA CPAC serviced population). The training will focus on the fundamental concepts of civilian HR management and the Army's HR automation tools. All necessary travel and per diem costs will be funded by CPOCMA for supervisors of appropriated fund employees.
3. For additional information and instructions for registration, please visit our Home Page at [www.hqda.army.mil/pesw](http://www.hqda.army.mil/pesw) or [www.cpocma.army.mil/catalog/appl-instr.htm](http://www.cpocma.army.mil/catalog/appl-instr.htm). In order to ensure a space in the course, registrants are encouraged to submit registrations to CPOCMA no later than 30 days prior to the course date.
4. My point of contact is Ms. Shirley L. Powell. She can be reached at (703) 602-4966, or [powelsl@hqda.army.mil](mailto:powelsl@hqda.army.mil).

*Sherri Vauls Ward*  
Sherri Vauls Ward  
Director

Enclosure



# ***HR for Supervisors Fundamentals & Tools***

**WHO SHOULD ATTEND:** This course is limited to new supervisors (for FY 03 courses, supervisors appointed, assigned, or promoted to supervisory positions in the last 18 months). Team leaders, persons who are temporarily assigned to supervisory positions, and non-supervisors are **not** eligible for this course. **To register for course, click on the following hyperlink for application instructions:** <http://www.cpocma.army.mil/catalog/appl-instr.htm> **and the following hyperlink for the actual application** (or use the hyperlink, "on-line application" highlighted in the text of the application instructions): <https://www.cpocma.army.mil/catalog/applic.htm>

**DESCRIPTION:** This 4.5-day course is a comprehensive course in basic HR concepts and web-based HR tools for new military and civilian supervisors of Army civilian employees.

**PREREQUISITES:** This course is designed at the **basic** level. Supervisors selected for this course should read the background information furnished with the e-mail selection letter. Supervisors should also obtain passwords and ID codes for Army Regional Tools (ART) and Modern DCPDS. Completion of the on-line Supervisory Development Course (ST5001 & 5002) is highly recommended.

## **COURSE OUTLINE:**

- Supervisory Responsibilities & Merit Principles (1 hour)
- Overview of HR Automation Tools (1 hour)
- Position Classification (3 hours)
- Staffing (including Request for Personnel Action (RPA) and Gatekeeper) (8 hours)
- Management-Employee & Labor Relations (9 hours)
- Human Resource Development (5 hours)
- Practicum in Talent Management and Coaching (3 hours)
- Posttest & Graduation (1 hour)

## **SESSIONS:**

**14-18 July 2003, Aberdeen Proving Ground (for HQDA CPAC serviced supervisors only)**  
**21-25 July 2003, Aberdeen Proving Ground**  
**18-22 August 2003, Aberdeen Proving Ground**

**RELATED TRAINING:** All Army supervisors should complete the normal civilian leadership development courses required by the Department of the Army.

**\*\*\* NOTE: Cost of training (travel and per diem for students and faculty) will be centrally funded.**